

NEWINGTON COMMUNITY ASSOCIATION  
BOARD MEETING MINUTES  
October 3, 2018

**CALL TO ORDER:** President Jernigan called the meeting to order at 7:03 pm.

**MEMBERS PRESENT:** President Sarah Jernigan, Vice President Stacey Perritt, Treasurer Dennis Kruse and Secretary Karen Chauvin.

**PRESIDENT'S COMMENTS:** President Jernigan wished everyone a happy Fall.

**COMMUNITY FORUM:**

Residents raised the following issues:

1. Concern of the condition of many houses, problem with hedges and a window air conditioner in the front of a house. This particular resident expressed willingness to help with doing property inspections.
2. Blade Runners spread grass seed and a resident asked if they will be watering the grass seed.
3. Questions raised in respect to discussion of the minutes and discussion on architectural rule changes.

**HEARINGS:** None

**GUEST SPEAKER:** Mick Petrin of Titan Pools to discuss recommendations for needed repairs of the pool area. The following issues were identified:

- ➔ All pipes are separating from the concrete and leaking.
- ➔ Baby pool needs new concrete beam that holds coping stones as well as white coat on pool surface.
- ➔ On main pool the skimmer lines need replacement
- ➔ He was asked if there is a priority between the two pools and can the work be done in phases. He said it is best if it was done all at once. The baby wading pool need is in dire need of repairs, but the main pool is important.

**APPROVAL OF MINUTES:**

Due to the Board wanting more time to go over the minutes President Jernigan said that the minutes would be tabled until next month's meeting.

**COMMITTEE BUSINESS REPORTS**

PLANNING & DEVELOPMENT – Lou Tobat: No report

ARCHITECTURAL GUIDELINES – Stacey Perritt: As this will be discussed under New Business, no report was given.

TREASURER & FINANCE COMMITTEE – Dennis Kruse:

Treasurer Kruse gave the Treasurers report which covered Summit financials through the end of August and a collection attorney report through September 28. Highlights of this report are:

- Through the end of August NCA operating expenses were below budget in all categories. Net income was more than \$30,000 greater than budget as noted in the budget snapshot below. Some expenses budgeted for the third quarter have slipped to the fourth quarter, so expenses will move closer to budget as the end of the year approaches. However, we are still on track for an overall modest annual surplus.
- The Board package for this meeting includes a tree inspection report with arborist recommendations and community manager comments for an estimated total cost of \$12,360.00. Because of tree damage

experienced earlier this year we have only \$5,210.00 remaining in the tree maintenance budget line. However, overall expenses are expected to remain well within budget. Additionally, net non-reserve income is currently nearly \$16,000.00 greater than budget and that is expected to increase by the end of the year. Therefore, the Treasurer proposes that the Board authorize up to \$8,000.00 of excess income to be applied to complete the entire tree maintenance package.

- No feedback has been received from publication of the draft 2019 budget in the newsletter. However, there is one change that is desirable before final approval. Insurance information included in the Board package indicates two viable alternatives for our 2019 insurance coverage. The Board should make the insurance choice at this meeting, so the change can be included in the final budget for approval at the November meeting.
- The total number of delinquencies was relatively high for the month of August, but the total amount overdue was below average for this time of year. That is largely because the number of accounts overdue by more than 90 days and their combined total value are both at historic lows. There are now 25 accounts overdue more than 90 days for a total of \$17,909.11. It was noted that ten of the 25 have amounts less than \$125 overdue by more than 90 days.

RESERVE/MAINTENANCE COMMITTEE – Beth Rodriguez: No Report

## GENERAL BUSINESS

### ADMINISTRATIVE

- ◆ Draft of 2017 audit and 2017 income tax returns received and forwarded to Board Treasurer and President.
- ◆ No Votes held between meetings.
- ◆ Resale Inspections: 8418 Dampier and 7733 Durer
- ◆ Architectural Modifications Applications (8/31/18 to 9/28/18)
  - 1) Gwynedd, door – approved
  - 2) Kitchener, paint siding – approved
  - 3) Godolphin, gutters – pending
  - 4) Durer, paint fence, replace deck, add trash can enclosure – pending
  - 5) Godolphin, paint siding – pending
  - 6) Godolphin, new siding – approved
  - 7) Moline, replace front door – pending
  - 8) Gwynedd, extend roof over balcony – pending
- ◆ Homeowner Communications
  - Tree branch fell and hit car on Brandeis. Resident inquired if another branch above his parking space can be removed. Had an arborist look at the tree branch in question. It is a feeder branch from the one that broke; green leaves on tree; no indication it is unhealthy; tree could continue to lose branches. It is recommended to resident that his parking space could be relocated to eliminate the concern of a branch hitting his car again. Resident was not interested in moving parking spaces.
  - Concern of resident on LeMoyne that dead tree in woods could hit a fence with upcoming hurricane. Looked at the tree and it had already fallen. No apparent risk of hitting fence.
  - Light out on LeMoyne.
  - Hornets' nest in neighbor's tree. Neighbor spent \$300.00 to have the nest removed and suggested that NCA assist with the cost since community children play in that area.
  - Received email comment from a resident that the Board should not write policy on safety issues (grills, bbq, bonfires, etc.) nor animal issues (rats).
  - Request received to give resident permission to remove a tree up against his brick wall. (suggested speaking to owner of neighboring property first as tree is completely on neighbor's side.)
  - Concern that a tree on Brandeis has lost branch again and noted branch on Delong median also broke. (Arborist removed the branch and stated Cottonwoods are soft. It has been an extremely wet summer contributing to the many broken branches in the community.)

- ◆ Violation letters – 1 violation letter sent since last Board meeting (8/31/18 – 9/28/18) based on Manager inspections. Mainly working on follow-up inspections.
- ◆ Other Management Actions
  - Proofed minutes and October newsletter.
  - Met with Fire Marshall regarding expired fire extinguishers. \$40.00 for having expired extinguisher in office. Pool was closed. Purchased a small kitchen size extinguisher for the office for \$12.00. Learned to look on the bottom for date extinguisher is made. He agreed that it is more cost effective to purchase new extinguishers and that with the pool closed it could wait until Spring. He had no suggestions on removal of old extinguishers, even if they may be serviceable.
  - NCA's insurance agent with State Farm retired. Management met with newly assigned agent, Casey Whitmarsh to discuss policy.
  - Met with B. Rodriguez, Chair of the Maintenance Committee. Reviewed list of operating and reserve maintenance items established for 2018 and their status. Discussed a long list of outstanding requests for grounds/tree maintenance. Reviewed spreadsheet of reserve study recommendations and their status.
  - Reported watch light out on LeMoyne and several street lights out on Northumberland.
  - Email discussion with board members on Dominion Power's plans for LED lights. K. Chauvin to share this information.
  - Noticed a tree at the ballfield had a significant lean. Watched it over a few days and it appeared to get worse. Saw 4 foot split up the back of the tree. Taped off the area and called in the tree service. While there, the contractor also removed a dead pine tree and a tree with an 8 foot split he will come back to remove.
  - Looked at curb crack on Gwynedd. Determined that it was normal settlement and not significant. Can add some concrete crack fill when weather improves.

### OLD BUSINESS

- Tennis Courts – no progress
- Concrete Pool Deck replacement & pipe replacement – CM recommends that if doing only deck replacement not use Titan to save money as Titan will contract the work out. If doing pipe work do not do deck work until later. Discussion was held on this project. Deck work can be delayed 2 years. However, there were questions regarding if skimmers are replaced would the deck work being done later void the warranty. President Jernigan took a poll of the Board about whether to do just the Baby pool or do both the Baby pool and the pool pipes. Consensus was do both.
- Path work – We have a quote, but due to weather engineer has notified management that Fairfax Paving is behind in their work and the path work could be delayed until Spring.
- Pool Inventory – New chairs can be purchased in spring, but sales are going on now. CM estimates cost will be \$1,900.00. **MOTION:** Vice President Perritt made the motion that we spend up to \$1,900.00 for pool inventory for chairs, umbrella and bases etc. to be paid from budget line 7130 Operating Expenses. President Jernigan seconded the motion. **VOTE: 4 yes 0 no.**
- Insurance Policy Review – CM presented the results of her review of the policies and a spreadsheet of premiums of coverage from State Farm and Philadelphia Insurance. CM stated she was more comfortable with State Farm. Discussion was held on current insurance cost and the bid from Philadelphia Insurance. Issue was tabled until next month.
- Sponsorship Policy – **MOTION:** President Jernigan made the motion to accept the Sponsorship Policy as written. Treasurer Kruse seconded the motion. **Vote: 4 yes 0 no.**
- Tree Policy – Discussion on authority to authorize maintenance **MOTION:** President Jernigan made a motion to have Tree Policy, with changes, published in the November newsletter and be voted on in the December 2018 Board meeting. Motion was seconded by Treasurer Kruse. Question was raised if it was necessary to have a motion and a vote to publish something in the newsletter. Consensus was that it was not necessary, so no vote was taken.

- Trash Policy – Regarding a resident reported trash violations but violator is unknown. Consensus between the Board and CM was that a flyer be given to several houses near the trash violation.
- Grounds – Discussion on the tree report from arborist on priority 1 & 2 trees. CM recommended the Board do all #1 and #2 plus 3 additional tree pruning's. **MOTION:** Treasurer Kruse made a motion to apply money from excess income plus money from tree maintenance/replacement to allow for tree maintenance up to \$15,000 as recommended by arborist and CM recommendations. Motion was seconded by Vice President Perritt. **VOTE: 4 yes 0 no.**
- Architectural Guidelines – Vice President Perritt reported that it was found that staining brick provided the same coverage as paint but required a lot less maintenance, protected the structural integrity of the brick and is in many colors. Question was raised if the townhouses would be able to stain their brick as well as the single-family houses. Another question was asked about what was meant by a credentialed inspector. In answering this question, Vice President Perritt said it was someone who has taken a course, i.e. brick masonry course work. Discussion was had on whether staining brick needs to be professionally done or can be a DIY project. There was further discussion on the Architectural Guidelines. It was decided to put the changes about staining brick in the November newsletter and vote on them in the November 7<sup>th</sup> meeting.
- Communication from Schwab – **MOTION:** President Jernigan made the motion that we authorize the Treasurer to arrange for the Community Manager to have online access, view only, to financial accounts. Motion was seconded by Vice President Perritt. **VOTE: 4 yes 0 no.**

### NEW BUSINESS

- 2019 Draft Budget – Due to discussions on insurance premiums, Treasurer Kruse adjusted the draft budget by changing the insurance expense line to match the State Farm premiums by increasing this line to \$12,500.00. Line 7678 is reduced by \$500.00 to \$5,500.00 and line 7640 reduced \$1,000.00 to \$29,000.
- Fairfax Housing – **MOTION:** Treasurer Kruse made the motion that Fairfax Housing be allowed to pay assessments by ACH credit. Motion was seconded by Secretary Chauvin. **VOTE: 4 yes 0 no.**

### EXECUTIVE SESSION

- The Board convened into executive session at 10:10 pm to discuss an abandoned property, legal correspondence and employee matters.
- The Board convened into open session at 10:58 pm.

### MOTIONS:

- Vice President Perritt made the motion to follow the advice of Rees Broome regarding the aged balances for Lot 40 and Lot 424. Motion was seconded by President Jernigan. **VOTE: 4 yes 0 no.**
- Vice President Perritt made the motion to allow CM to spend up to \$500.00 to address landscaping issues at 8332 Moline after confirmation that this is a legal action. President Jernigan seconded the motion. **VOTE: 4 yes 0 no.**

ADJOURNMENT: Meeting was adjourned at 11:00 pm.